



# *City of Gloucester*

## *City Council*

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930  
Telephone 978-281-9722 Fax 978- 282-3051

CITY COUNCIL  
AND  
CITY COUNCIL STANDING COMMITTEE  
**Ordinance & Administration**  
**Monday, January 5, 2009 – 7:00 PM**  
**Council Conference Room (First Floor) City Hall**

**1. Traffic Orders**

- A. Order CC2008-45 Sec. 22-270 and 22-291 Bray Street
- B. Order CC2008-50 Sec. 22-274 Washington Street
- C. Order CC2008-40 Sec. 22-270 and 22-291 Columbia Street

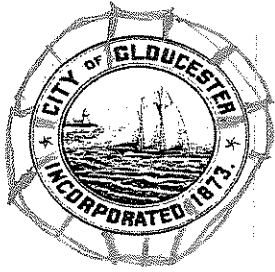
**2. Miscellaneous**

- A. DPW Audit update
- B. Community Preservation Act
  - 1. Order CC2008-046 (Grow) Adoption of MGL, Ch. 44B, Sec. 5 Community Preservation Committee.
  - 2. Implementation of the Community Preservation Act
  - 3. Letter from CPA Coalition re: CPA ordinance
- C. West Gloucester Firing Range

**COMMITTEE**

**Councilor John "Gus" Foote, Chair**  
**Councilor Sefatia A. Romeo, Vice Chair**  
**Councilor Bruce Tobey**

C: Mayor  
Jim Duggan  
Marcia McInnis  
John Beaudette  
Sgt. Leonas  
Salvatore Frontiero  
Sandra Dahl-Ronan  
Mike Hale  
Suzanne Egan



## **CITY OF GLOUCESTER 2008 CITY COUNCIL ORDER**

<b>ORDER:</b>	<b>#CC2008-45</b>
<b>COUNCILLOR:</b>	<b>Philip Devlin</b>

<b>DATE RECEIVED BY COUNCIL:</b>	<b>11/18/08</b>
<b>REFERRED TO:</b>	<b>O&amp;A, TC</b>
<b>FOR COUNCIL VOTE:</b>	

22-270 22-291

Ordered, that the section of Bray street located off of Atlantic Street become "NO PARKING EITHER SIDE" for the entire length, and

further ordered, that this measure be referred to the Ordinances and Administration Committee and Traffic Commission

Councillor Philip Devlin



**CITY OF GLOUCESTER 2008  
CITY COUNCIL ORDER**

**ORDER:  
COUNCILLOR:**

**#CC2008-50  
Steve Curcuru**

**DATE RECEIVED BY COUNCIL:  
REFERRED TO:  
FOR COUNCIL VOTE:**

**12/02/08  
O&A, TC**

**Ordered that Section 22-274.1 of the Gloucester Code of Ordinances be established as "Two-hour parking at all times" and;**

**Further ordered that Section 22-274.1 be amended by ADDING: 133 Washington Street (5 to 6 parking spaces in front of the Azorean Restaurant); and that this matter be referred to the Ordinances & Administration Committee and the Traffic Commission for review, recommendation and proper measurements.**

**Councilor Steve Curcuru**



## **CITY OF GLOUCESTER 2008 CITY COUNCIL ORDER**

**ORDER:  
COUNCILLOR:**

**#CC2008-040  
Foote**

**DATE RECEIVED BY COUNCIL:  
REFERRED TO:  
FOR COUNCIL VOTE:**

**10/14/08  
O&A, TC**

**Amend Sec. 22-170 and Sec. 22-291 of the Gloucester Code of Ordinances**

**Ordered that the Traffic Commission be requested to investigate the parking situation on Columbia Street including the feasibility of removing the No Parking sign in front of number 7 - 9 Columbia Street; and**

**Further that they be requested to take measurements of the existing parking ordinances and any proposed changes, and report back to the Council.**

**Councilor Gus Foote**

## **CITY OF GLOUCESTER TRAFFIC COMMISSION**

**A Meeting will be held on Thursday, December 18, 2008 at 6:00 p.m. in the third floor conference room at Gloucester City Hall.**

*Please conduct your own site visits when convenient*

**Meeting opened at 6:01 p.m. by Chairman Robert Ryan. Also in attendance were members Larry Ingersoll and Michael Mulcahey**

### ***AGENDA***

Order #CC2008-45 (Councilor Devlin) Ordered that the section of Bray Street located off Atlantic Street become "No Parking Either Side" for its entire length; and this measure be referred to O&A and the TC.

*A MOTION was made, seconded and PASSED to TABLE this order and have Councilor Devlin attend our next meeting to explain and clarify this order.*

Order #CC2008-50 (Councilor Curcuro) Ordered that Section 22-274 of the GCO be established as "Two-Hour Parking AT All Times" and;

Further ordered that section 22-274 be amended by ADDING: 133 Washington Street (5 to 6 parking spaces in front of the Azorean restaurant); and that this matter be referred to the O&A Committee and the TC for review, recommendations and proper measurements.

*After a site visit, discussion and speaking to the requestor, it was learned that people have been parking all day on Washington Street in front of the restaurant and then taking the train to Boston. This is to avoid the new, higher rates at the T parking lot. The TC realizes that there is already parking available for the restaurant but that this ordinance will discourage any all day parkers and open up parking for the area businesses. A MOTION was made, seconded and PASSED to APPROVE the order. The area to be posted should be: from the RR track side, beginning 20 feet from pole #2984 on the easterly side of Washington Street, in a southerly direction for a distance of 46 feet (approx 2 spaces). And after the current Azorean lot entrance, and beginning 10 feet from pole #27-1, in a southerly direction, on the easterly side, for a distance of 85 feet (approx 4 spaces). This will allow space on either end for the current business entrances and crosswalk.*

The following was TABLED at our last meeting:

Order #CC2008-40 (Councilor Foote) Amend Sec. 22-270 and Sec. 22-291 of the GCO

The Traffic Commission is requested to investigate the parking situation on Columbia Street including the feasibility of removing the 'No Parking' sign in front of number 7-9 Columbia Street; and

Further that they be requested to take measurements of the existing parking ordinances and any proposed changes, and report back to the council

*(October Meeting) After a site visit and a discussion, a MOTION was made, seconded and PASSED to TABLE this request. At the present time, the TC is unable to locate any ordinances pertaining to the current signs already in place. This order will be looked at again after better mapping of the area is made by the TC and the current ordinances (if any) are found.*

*The TC has since learned that there seems to be NO ordinances on the books concerning parking restrictions on Columbia Street. At this time the following is being proposed as our recommendation:*

That Sec 22-270 of the GCO entitled "Parking Prohibited at All Times" be amended by ADDING:

Columbia Street, southerly side, at its intersection with School Street, in a westerly direction for a distance of 195 feet (to pole #3278 which would be to move the existing sign in an easterly direction 25 feet).

Columbia Street, southerly side, at its intersection with Church Street, in an easterly direction for a distance of 140 feet (left of the gate to house #7)

Columbia Street, northerly side, for its entire length.

That Sec. 22-291 of the GCO entitled "Tow Away Zones" be amended by adding

Columbia Street, southerly side, at its intersection with School Street, in a westerly direction for a distance of 195 feet (to pole #3278 which would be to move the existing sign in an easterly direction 25 feet).

Columbia Street, southerly side, at its intersection with Church Street, in an easterly direction for a distance of 140 feet (left of the gate to house #7)

Columbia Street, northerly side, for its entire length.

*December Meeting: The City Council will need to create an ordinance for the parking on Columbia Street. After a discussion and several site visits, a MOTION was made, seconded and PASSED to RECOMMEND that the wording of the new ordinances be as above and current signs in place be adjusted as needed.*

**The meeting was adjourned at 6:30 p.m.**

ROBERT B RYAN, Chairman

LARRY INGERSOLL, Secretary



## CITY OF GLOUCESTER 2008 CITY COUNCIL ORDER

ORDER:  
COUNCILLOR:

#CC2008-046  
Jason Grow

DATE RECEIVED BY COUNCIL:  
REFERRED TO:  
FOR COUNCIL VOTE:

11/18/08  
O & A

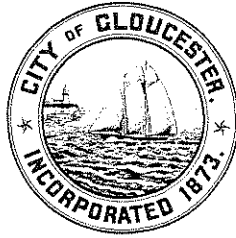
Ordered, that the City Council, in accordance with M.G.L. Ch. 44B section 5 establish and enable a Community Preservation Committee (<http://www.mass.gov/legis/laws/mgl/44b-5.htm>) to function as required by statute to oversee the Community Preservation Fund.

Section 5. (a) A city or town that accepts sections 3 to 7, inclusive, shall establish by ordinance or by-law a community preservation committee. The committee shall consist of not less than five nor more than nine members. The ordinance or by-law shall determine the composition of the committee, the length of its term and the method of selecting its members, whether by election or appointment or by a combination thereof. The committee shall include, but not be limited to, one member of the conservation commission established under section 8C of chapter 40 as designated by the commission, one member of the historical commission established under section 8D of said chapter 40 as designated by the commission, one member of the planning board established under section 81A of chapter 41 as designated by the board, one member of the board of park commissioners established under section 2 of chapter 45 as designated by the board and one member of the housing authority established under section 3 of chapter 121B as designated by the authority, or persons, as determined by the ordinance or by-law, acting in the capacity of or performing like duties of the commissions, board or authority if they have not been established in the city or town. If there are no persons acting in the capacity of or performing like duties of any such commission, board or authority, the ordinance or by-law shall designate those persons.

Councillor Jason Grow



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**CITY OF GLOUCESTER**  
OFFICE OF THE MAYOR

**MEMORANDUM**

**TO:** Gloucester City Council  
**FROM:** Mayor Carolyn A. Kirk  
**DATE:** November 18, 2008  
**RE:** Implementation of the Community Preservation Act



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Attached are some documents relating to the implementation of the Community Preservation Act including:

- MGL Chapter 44B – the Enabling Statute;
- Reference regarding Department of Revenue CPA Guidelines as shown on the website for the Community Preservation Coalition; and,
- Reference to Implementation Documents as shown on the website for the Community Preservation Coalition.

In addition to the establishment of the CPA Committee, there are a number of administrative steps that are required including acceptance of Sections 3 to 7 of the statute; enactment of a local ordinance; and, establishment of a Community Preservation Fund of which the municipal Treasurer is the custodian.

In addition, there are several in-house Administrative functions that need to be set up ranging from the calculations necessary for the surcharges to the systems configurations to handle the transactions related to the CPA as well as a template for the line item budget.

Rather than piecemeal the implementation, the Administration will establish a CPA Implementation Committee comprised of: City Treasurer; City Auditor; City Assessor; IT Director; Community Development; and, the City Solicitor. The charge of the Committee will be to prepare a complete implementation package and rollout schedule for implementation of the CPA in Gloucester. Scope of work will include investigating best practices from other cities. For example, the local ordinances enacted in the 15 or so other cities that have adopted CPA will be reviewed.

The anticipated completion date for the CPA Implementation Committee's work is early January 2009.

## **Community Preservation Act: Enabling Statute – M.G.L. ch. 44B**

Note: This copy of the CPA statute has elements added by the Community Preservation Coalition including a table of contents, bold emphasis, page numbers, and historic citations of CPA amendments.

1. Section 1 – Addition of Chapter 44B to MGL
2. Section 2 – Definitions
3. Section 3 – Adoption of the CPA
  - a. Exemptions
  - b. Chapter 59 exemptions also apply
  - c. Ballot question text and acceptance dates
4. Section 4 – Imposition of surcharge
  - a. Instructions to tax collector
5. Section 5 – Community Preservation Committee (CPC)
  - a. 5 mandatory members and contents of by-law
  - b. Duties: study needs, possibilities of town and public info session
  - c. What CPC makes recommendations about (i.e. allowable uses of CPA funds).
  - d. CPA funds may set aside for later spending
  - e. A quorum is necessary to conduct business
  - f. Legislative action on CPC recommendations
  - g. CPA and eminent domain
6. Section 6 – Legislative body shall spend CPA funds
  - a. Can't supplant existing funds.
7. Section 7 – Establishes CP Fund
  - a. Monies that go into fund
8. Section 8 – Sets up Registries fees
9. Section 9 – Sets up Mass CP Trust Fund
  - a. DOR is entitled to 5% for operating and admin expenses.
10. Section 10 – State match distribution
  - a. Formulas for three rounds
11. Section 11 – CPA communities may issue bonds against local CPA revenue
12. Section 12 – Real property interests
  - a. Permanent deed restrictions that meet MGL ch. 184, shall run with land and can be enforceable by municipality or third party.
  - b. Real property interests shall be owned by city or town but management may be done by a non-profit.
13. Section 13 – CPC shall keep records that are public
14. Section 14 – CPA communities may still receive other state grants
  - a. CPA funds can be used as local share of matching funds
15. Section 15 – Damages
16. Section 16 – Changing or revoking CPA
  - a. Can revoke after 5 years through same method as adopted
  - b. Changes can only be done by legislative body and then ballot
17. Section 17 – DOR has regulatory authority.

## Chapter 267 of the Acts of 2000

*As amended by SB 2343 (July 2002), HB 3944 (July 2003), HB 4709 (December 2004), HB 1680 (March 2006), SB 167 (September 2006), and SB 2725 (December 2006).*

### AN ACT RELATIVE TO COMMUNITY PRESERVATION.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

**SECTION 1.** The General Laws are hereby amended by inserting after chapter 44A the following chapter:- CHAPTER 44B. COMMUNITY PRESERVATION.

Section 1. This chapter shall be known and may be cited as the Massachusetts Community Preservation Act.

Section 2. As used in this chapter, the following words shall, unless the context clearly indicates a different meaning, have the following meanings:-

"Acquire", obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise.

"Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

"Annual income", a family's or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

"Community housing", low and moderate income housing for individuals and families, including low or moderate income senior housing.

"Community preservation", the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

"Community preservation committee", the committee established by the legislative body of a city or town to make recommendations for community preservation, as provided in section 5.

"Community Preservation Fund", the municipal fund established under section 7.

"CP", community preservation.

"Historic resources", a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

"Legislative body", the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond

authorizations and other financial matters and whether styled as a city council, board of aldermen, town council, town meeting or by any other title.

**"Low income housing"**, housing for those persons and families whose annual income is less than 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

**"Low or moderate income senior housing"**, housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

**"Maintenance"**, the upkeep of real or personal property.

**"Moderate income housing"**, housing for those persons and families whose annual income is less than 100 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

**"Open space"**, shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

**"Preservation"**, protection of personal or real property from injury, harm or destruction, but not including maintenance.

**"Real property"**, land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

**"Real property interest"**, a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

**"Recreational use"**, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

**"Rehabilitation"**, the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.

Section 3. (a) **Sections 3 to 7, inclusive, shall take effect in any city or town upon the approval by the legislative body and their acceptance by the voters of a ballot question as set forth in this section.**

(b) Notwithstanding the provisions of chapter 59 or any other general or special law to the contrary, the legislative body may vote to accept sections 3 to 7, inclusive, by approving a surcharge on real property of not more than 3 per cent of the real estate tax levy against real property, as determined annually by the board of assessors. The amount of the surcharge shall not be included in a calculation of total taxes assessed for purposes of section 21C of said chapter 59.

(c) All exemptions and abatements of real property authorized by said **chapter 59** or any other law for which a taxpayer qualifies as eligible shall not be affected by this chapter. A taxpayer receiving an exemption of real property authorized by said chapter 59 or any other law shall be exempt from any surcharge on real property established under this section. The surcharge to be paid by a taxpayer receiving an abatement of real property authorized by said chapter 59 or any other law shall be reduced in proportion to the amount of such abatement.

(d) Any amount of the surcharge not paid by the due date shall bear interest at the rate per annum provided in section 57 of said chapter 59.

(e) The legislative body may also vote to accept one or more of the **following exemptions**:

(1) for property owned and occupied as a domicile by a person who would qualify for **low income housing or low or moderate income senior housing** in the city or town;

(2) for **class three, commercial, and class four, industrial**, properties as defined in section 2A of said chapter 59, in cities or towns with classified tax rates; or

(3) for **\$100,000 of the value of each taxable parcel** of residential real property.

(f) Upon approval by the legislative body, the actions of the body shall be submitted for acceptance to the voters of a city or town at the next regular municipal or state election. The city or town clerk or the state secretary shall place it on the ballot in the form of the following question:

"Shall this (city or town) accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?"

(Set forth here a fair, concise summary and purpose of the law to be acted upon, as determined by the city solicitor or town counsel, including in said summary the percentage of the surcharge to be imposed.)

If a majority of the voters voting on said question vote in the affirmative, then its provisions shall take effect in the city or town, but not otherwise.

(g) **The final date for notifying or filing a petition with the city or town clerk or the state secretary to place such a question on the ballot shall be 35 days before the city or town election or 60 days before the state election.**

(h) If the legislative body does not vote to accept sections 3 to 7, inclusive, at least 90 days before a regular city or town election or 120 days before a state election, then a question seeking said acceptance through approval of a particular surcharge rate with exemption or exemptions, may be so placed on the ballot when a **petition** signed by at least 5 per cent of the registered

voters of the city or town requesting such action is filed with the registrars, who shall have seven days after receipt of such petition to certify its signatures. Upon certification of the signatures, the city or town clerk or the state secretary shall cause the question to be placed on the ballot at the next regular city or town election held more than 35 days after such certification or at the next regular state election held more than 60 days after such certification.

(i) With respect to real property owned by a cooperative corporation, as defined in section 4 of chapter 157B, that portion which is occupied by a member under a proprietary lease as the member's domicile shall be considered real property owned by that member for the purposes of exemptions provided under this section. The member's portion of the real estate shall be represented by the member's share or shares of stock in the cooperative corporation, and the percentage of that portion to the whole shall be determined by the percentage of the member's shares to the total outstanding stock of the corporation, including shares owned by the corporation. This portion of the real property shall be eligible for any exemption provided in this section if the member meets all requirements for the exemption. Any exemption so provided shall reduce the taxable valuation of the real property owned by the cooperative corporation, and the reduction in taxes realized by this exemption shall be credited by the cooperative corporation against the amount of the taxes otherwise payable by or chargeable to the member. Nothing in this subsection shall be construed to affect the tax status of any manufactured home or mobile home under this chapter, but this subsection shall apply to the land on which the manufactured home or mobile home is located if all other requirements of this clause are met. This subsection shall take effect in a city or town upon its acceptance by the city or town.

Section 4. (a) Upon acceptance of sections 3 to 7, inclusive, and upon the assessors' warrant to the tax collector, the **accepted surcharge shall be imposed.**

(b) After receipt of the warrant, the tax collector shall collect the surcharge in the amount and according to the computation specified in the warrant and shall pay the amounts so collected, quarterly or semi-annually, according to the schedule for collection of property taxes for the tax on real property, to the city's or town's treasurer. The tax collector shall cause appropriate books and accounts to be kept with respect to such surcharge, which shall be subject to public examination upon reasonable request from time to time.

(c) The remedies provided by chapter 60 for the collection of taxes upon real estate shall apply to the surcharge on real property pursuant to this chapter.

Section 5. (a) A city or town that accepts sections 3 to 7, inclusive, shall establish by ordinance or by-law a **community preservation committee**. The committee shall consist of not less than five nor more than nine members. The **ordinance or by-law** shall determine the composition of the committee, the length of its term and the method of selecting its members, whether by election or appointment or by a combination thereof. The **committee shall include**, but not be limited to, one member of the conservation commission established under section 8C of chapter 40 as designated by the commission, one member of the historical commission established under section 8D of said chapter 40 as designated by the commission, one member of the planning board established under section 81A of chapter 41 as designated by the board, one member of the board of park commissioners established under section 2 of chapter 45 as designated by the board and one member of the housing authority established under section 3 of chapter 121B as designated by the authority, or persons, as determined by the ordinance or by-law, acting in the capacity of or performing like duties of the commissions, board or authority if they have not been established in the city or town. **If there are no persons acting in the capacity of or performing like duties** of any such commission, board or authority, the ordinance or by-law shall designate those persons.

(b)(1) The **community preservation committee shall study** the needs, possibilities and resources of the city or town regarding community preservation. The committee shall consult with

existing municipal boards, including the conservation commission, the historical commission, the planning board, the board of park commissioners and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee **shall hold one or more public informational hearings** on the needs, possibilities and resources of the city or town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city or town.

(2) The **community preservation committee shall make recommendations to the legislative** body for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

(3) The community preservation committee may include in its recommendation to the legislative body a recommendation to **set aside for later spending** funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

(c) The community preservation committee shall not meet or conduct business without the presence of a **quorum**. A majority of the members of the community preservation committee shall constitute a quorum. The community preservation committee shall approve its actions by majority vote. Recommendations to the legislative body shall include their anticipated costs.

(d) After receiving such recommendations from the community preservation committee, the legislative body shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 8, and such additional appropriations as it deems appropriate to carry out the recommendations of the community preservation committee.

(e) For the purposes of community preservation and upon the recommendation of the community preservation committee, a city or town may take by eminent domain under chapter 79, the fee or any lesser interest in real property or waters located in such city or town if such taking has first been approved by a two-thirds vote of the legislative body. Upon a like recommendation and vote, a city or town may expend monies in the Community Preservation Fund, if any, for the purpose of paying, in whole or in part, any damages for which a city or town may be liable by reason of a taking for the purposes of community preservation.

(f) Section 16 of chapter 30B shall not apply to the acquisition by a city or town, of real property or an interest therein, as authorized by this chapter for the purposes of community preservation and upon recommendation of the community preservation committee, and notwithstanding the provisions of section 14 of chapter 40, for purposes of this chapter, no such real property, or interest therein, shall be acquired by any city or town for a price exceeding the value of the property as determined by such city or town through procedures customarily accepted by the appraising profession as valid.

A city or town may appropriate money in any year from the Community Preservation Fund to an affordable housing trust fund.

Section 6. In every fiscal year and upon the recommendation of the community preservation committee, the **legislative body shall spend, or set aside for later spending, not less than 10** per cent of the annual revenues in the Community Preservation Fund for open space, but not including land for recreational use, not less than 10 per cent of the annual revenues for historic resources and not less than 10 per cent of the annual revenues for community housing. In each fiscal year, the legislative body shall make such appropriations from the Community Preservation Fund as it deems necessary for the administrative and operating expenses of the community preservation committee, but the appropriations shall not exceed 5 per cent of the annual revenues in the Community Preservation Fund. Funds that are set aside shall be held in the Community Preservation Fund and spent in that year or later years, but funds set aside for a specific purpose shall be spent only for the specific purpose. Any funds set aside may be expended in any city or town in the commonwealth. **The community preservation funds shall not replace existing operating funds, only augment them.**

Section 7. Notwithstanding the provisions of section 53 of chapter 44 or any other general or special law to the contrary, a city or town that accepts sections 3 to 7, inclusive, shall establish a separate account to be known as the **Community Preservation Fund** of which the municipal treasurer shall be the custodian. The authority to approve expenditures from the fund shall be limited to the legislative body and the municipal treasurer shall pay such expenses in accordance with chapter 41.

The **following monies shall be deposited in the fund**: (a) all funds collected from the real property surcharge or bond proceeds in anticipation of revenue pursuant to sections 4 and 11; (b) all funds received from the commonwealth or any other source for such purposes; and (c) proceeds from the disposal of real property acquired with funds from the Community Preservation Fund. The treasurer may deposit or invest the proceeds of the fund in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation or national banks, or may invest the proceeds in paid up shares and accounts of and in co-operative banks or in shares of savings and loan associations or in shares of federal savings and loan associations doing business in the commonwealth or in the manner authorized by section 54 of chapter 44, and any income therefrom shall be credited to the fund. The expenditure of revenues from the fund shall be limited to implementing the recommendations of the community preservation committee and providing administrative and operating expenses to the committee.

Section 8. (a) The **fees of the registers of deeds**, except as otherwise provided, to be paid when the instrument is left for recording, filing or deposit shall be subject to a surcharge of \$20. The fees for so recording, filing or depositing a municipal lien certificate shall be subject to a surcharge of \$10. The surcharges shall be imposed for the purposes of community preservation. No surcharge shall apply to a declaration of homestead under chapter 188. No surcharge shall apply to the fees charged for additional pages, photostatic copies, abstract cards, additional square feet for the filing and recording of plans or for additional or required marginal references.

(b) The fees of the assistant recorder, except as otherwise provided, to be paid when the instrument is left for registering, filing or entering with respect to registered land shall be subject to a surcharge of \$20. The fees for so registering, filing or entering a municipal lien certificate shall be subject to a surcharge of \$10. The surcharges shall be imposed for the purposes of community preservation. No surcharge shall apply to a declaration of homestead of chapter 188. No surcharge shall apply to the fees charged for additional lots shown on plans, for indexing instruments recorded while a petition for registering is pending, for additional certificates of sewer assessments, for old age assistance liens, for duplicates and for photocopies.

(c) All surcharges on fees collected pursuant to this section shall be forwarded to the Massachusetts Community Preservation Trust Fund, established in section 9.



Section 9. (a) There shall be established and set up on the books of the commonwealth a separate fund, to be known as the **Massachusetts Community Preservation Trust Fund**, for the benefit of cities and towns that have accepted sections 3 to 7, inclusive, and pursuant to said sections 3 to 7, inclusive, have imposed a surcharge on their real property tax levy, subject to any exemptions adopted by a municipality. The fund shall consist of all revenues received by the commonwealth: (1) under the provisions of section 8; (2) from public and private sources as gifts, grants and donations to further community preservation programs; (3) from damages, penalties, costs or interest received on account of litigation or settlement thereof for a violation of section 15; or (4) all other monies credited to or transferred to from any other fund or source pursuant to law.

(b) The state treasurer shall deposit the fund in accordance with the provisions of section 10 in such manner as will secure the highest interest rate available consistent with the safety of the fund and with the requirement that all amounts on deposit be available for withdrawal without penalty for such withdrawal at any time. All interest accrued and earnings shall be deposited into the fund. The fund shall be expended solely for the administration and implementation of this chapter. **Any unexpended balances shall be redeposited for future use consistent with the provisions of this chapter.**

(c) The state treasurer shall make all disbursements and expenditures from the fund without further appropriation, as directed by the commissioner of revenue in accordance with said section 10. The department of revenue shall report by source all amounts credited to said fund and all expenditures from said fund. The commissioner of revenue shall assign personnel of the department as it may need to administer and manage the fund disbursements and any expense incurred by the department shall be deemed an operating and administrative expense of the program. **The operating and administrative expenses shall not exceed 5 per cent** of the annual total revenue received under the provisions of said section 10.

Section 10. (a) The **commissioner of revenue shall annually on October 15 disburse monies from the fund** established in section 10 to cities and towns that have accepted sections 3 to 7, inclusive, and notified the commissioner of their acceptance. The community shall notify the commissioner of the date and terms on which the voters accepted said sections 3 to 7, inclusive. The municipal tax collecting authority shall certify to the commissioner the amount the municipality has raised through June 30 by imposing a surcharge on its real property levy and shall certify the percentage of the surcharge applied.

(b) The commissioner shall multiply the amount in the fund by 80 per cent. This amount distributed in the **first round distribution** shall be known as the match distribution. The first round total shall be distributed to each city or town accepting said sections 3 to 7, inclusive, in an amount not less than 5 per cent but not greater than 100 per cent of the total amount raised by the additional surcharge on real property by each city or town. The percentage shall be the same for each city and town and shall be determined by the commissioner annually in a manner that distributes the maximum amount available to each participating city or town.

(c) The commissioner shall further divide the remaining 20 per cent of the fund in a **second round distribution**, known as the equity distribution. The commissioner shall determine the equity distribution in several steps. The first step shall be to divide the remaining 20 per cent of the fund by the number of cities and towns that have accepted said sections 3 to 7, inclusive. This dividend shall be known as the base figure for equity distribution. This base figure shall be determined solely for purposes of performing the calculation for equity distribution and shall not be added to the amount received by a participant.

(d) Each city and town in the commonwealth shall be assigned a community preservation rank for purposes of the equity distribution. The commissioner shall determine each community's rank by first determining the municipality's equalized property valuation per capita ranking, ranking

municipalities from highest to lowest valuation. The commissioner shall also determine the population of each municipality and rank each from largest to smallest in population. The commissioner shall add each equalized property valuation rank and population rank, and divide the sum by two. The dividend is the community preservation raw score for that municipality.

(e) The commissioner shall then order each municipality by CP raw score, from the lowest raw score to the highest raw score. This order shall be the CP rank for each municipality. If more than one municipality has the same CP raw score, the municipality with the higher equalized valuation rank shall receive the higher CP rank.

(f) After determining the CP rank for each municipality in the commonwealth, the commissioner shall divide all municipalities into deciles according to their CP ranking, with approximately the same number of municipalities in each decile, and with the municipalities with the highest CP rank shall be placed in the lowest decile category, starting with decile 10. Percentages shall be assigned to each decile as follows:

decile 1	140 per cent of the base figure
decile 2	130 per cent of the base figure
decile 3	120 per cent of the base figure
decile 4	110 per cent of the base figure
decile 5	100 per cent of the base figure
decile 6	90 per cent of the base figure
decile 7	80 per cent of the base figure
decile 8	70 per cent of the base figure
decile 9	60 per cent of the base figure
decile 10	50 per cent of the base figure

After assigning each municipality to a decile according to their CP rank, the commissioner shall multiply the percentage assigned to that decile by the base figure to determine the second round equity distribution for each participant.

(f) Notwithstanding any other provision of this section, the total state contribution for each city or town shall not exceed the amount raised by the municipality's surcharge on its real property levy.

(g) When there are monies remaining in the trust fund after the first and second round distributions, and any necessary administrative expenses have been paid in accordance with section 6, the commissioner may conduct a **third round surplus distribution**. Any remaining surplus in the fund may be distributed by dividing the amount of the surplus by the number of cities and towns that have accepted this chapter. The resulting dividend shall be the surplus base figure. The commissioner shall then use the decile categories and percentages as defined in this section to determine a surplus equity distribution for each participant.

(h) The commissioner shall determine each participant's total state grant by adding the amount received in the first round distribution with the amounts received in any later round or rounds of distributions, with the exception of a city or town that has already received a grant equal to 100 per cent of the amount the community raised by its surcharge on its real property levy.

**(1) Only those cities and towns that adopt the maximum surcharge allowed by this chapter shall be eligible to receive additional state monies through the equity and surplus distributions.**

(2) If less than 10 per cent of the cities and towns in the commonwealth have accepted sections 3 to 7, inclusive, and imposed and collected a surcharge on their real property levy, the commissioner may calculate the state grant with only one round of distributions, or in any other equitable manner.

(j) After distributing the trust fund in accordance with this section, the commissioner may keep any remaining funds in the trust for distribution in the following year.

Section 11. A city or town that accepts sections 3 to 7, inclusive, may issue, from time to time, **general obligation bonds** or notes in anticipation of revenues to be raised pursuant to section 3, the proceeds of which shall be deposited in the Community Preservation Fund. Bonds or notes so issued may be at such rates of interest as shall be necessary and shall be repaid as soon after such revenues are collected as is expedient. Cities or towns that choose to issue bonds pursuant to this section shall make every effort to limit the administrative costs of issuing such bonds by cooperating among each other using methods including, but not limited to, common issuance of bonds or common retention of bond counsel. Except as otherwise provided in this chapter, bonds or notes issued pursuant to this section shall be subject to the applicable provisions of chapter 44. The maturities of each issue of bonds or notes issued under this chapter may be arranged so that for each issue the amounts payable in the several years for principal and interest combined shall be as nearly equal as practicable in the opinion of the officers authorized to issue bonds or notes or, in the alternative, in accordance with a schedule providing for a more rapid amortization of principal.

Section 12. (a) A **real property interest** that is purchased with monies from the Community Preservation Fund shall be bound by a **permanent deed restriction** that meets the requirements of chapter 184, limiting the use of the interest to the purpose for which it was acquired. The deed restriction shall **run with the land and shall be enforceable** by the city or town or the commonwealth. The deed restriction may also run to the benefit of a nonprofit, charitable corporation or foundation selected by the city or town with the right to enforce the restriction.

(b) **Real property interests** acquired under this chapter shall be owned and managed by the city or town, but the legislative body may delegate management of such property to the conservation commission, the historical commission, the board of park commissioners or the housing authority, or, in the case of interests to acquire sites for future wellhead development by a water district, a water supply district or a fire district. The legislative body **may also delegate** management of such property to a nonprofit organization created under chapter 180 or chapter 203.

Section 13. The **community preservation committee shall keep a full and accurate account** of all of its actions, including its recommendations and the action taken on them and records of all appropriations or expenditures made from the Community Preservation Fund. The committee shall also keep records of any real property interests acquired, disposed of or improved by the city or town upon its recommendation, including the names and addresses of the grantors or grantees and the nature of the consideration. The records and accounts shall be public records.

Section 14. Notwithstanding the provisions of any general or special law to the contrary, every city and town may accept sections 3 to 7, inclusive, and may thereupon **receive state grants** under section 10. A city or town that accepts said sections 3 to 7, inclusive, shall not be precluded from participating in state grant programs.

State grant programs may include local adoption of this chapter among the criteria for selection of grant recipients. Funds in the Community Preservation Fund may be made available and used by the city or town as the **local share for state or federal grants** upon recommendation of the community preservation committee and the legislative body, as provided for in section 5, if such

grants and such local share are used in a manner consistent with the recommendations of the community preservation committee.

Section 15. (a) A person who, without permission, knowingly carries away or steals, mutilates, destroys, **damages**, causes to be damaged or cuts any tree, shrub, grass or any other portion of real property purchased by a city or town with funds derived from this chapter shall be liable to the city or town in tort for such actions.

(b) Damages, including punitive damages for willful or wanton violation of this chapter or any rule or regulation issued or adopted hereunder, may be recovered in a civil action brought by the city or town or, upon request of the city or town, by the attorney general. The city or town or, upon request of the city or town, the attorney general, may bring an action for injunctive relief against any person violating this chapter or any rule or regulation issued hereunder. The superior court shall have jurisdiction to enjoin violations, to award damages and to grant such further relief as it may deem appropriate.

(c) Any damages, penalties, costs or interest thereon recovered pursuant to this section shall be deposited into the Community Preservation Fund of the city or town in which the violation occurred.

Section 16. (a) At any time after imposition of the surcharge, the legislative body may approve and the voters may accept an **amendment to the amount and computation of the surcharge**, or to the amount of exemption or **exemptions**, in the same manner and within the limitations set forth in this chapter.

(b) At any time after the expiration of five years after the date on which sections 3 to 7, inclusive, have been accepted in a city or town, said sections **may be revoked** in the same manner as they were accepted by such city or town, but the surcharge imposed under section 3 shall remain in effect in any such city or town, with respect to unpaid taxes on past transactions and with respect to taxes due on future transactions, until all contractual obligations incurred by the city or town prior to such termination shall have been fully discharged.

Section 17. The **commissioner of revenue shall have the authority to promulgate rules and regulations to effect the purposes of this chapter.**

**SECTION 2.** Section 38 of chapter 262 of the General Laws, as appearing in the 1998 Official Edition, is hereby amended by adding the following paragraph:-

The fees of the registers of deeds, except as otherwise provided, to be paid when the instrument is left for recording, filing or deposit shall be subject to a surcharge under section 8 of chapter 44B.

**SECTION 3.** Section 39 of said chapter 262, as so appearing, is hereby amended by adding the following paragraph:-

The fees of the assistant recorder, except as otherwise provided, to be paid when the instrument is left for registering, filing or entering with respect to registered land shall be subject to a surcharge under section 8 of chapter 44B.

Approved September 14, 2000.

## Department of Revenue CPA Guidelines

The Massachusetts Department of Revenue (DOR) is the state agency with regulatory authority over the CPA. In addition to providing legal opinions on specific CPA questions, DOR releases periodic guidelines on CPA implementation. They may be found in the publications section of their website, <http://www.dls.state.ma.us/publics.htm>, under Bulletins or Informational Guideline Releases (IGRs). The important ones that are relevant to the CPA are the following:

### Home

### News and Updates

### Adopting the CPA

### Implementing the CPA

- Potential Uses of CPA Funding
- Text of the CPA
- Frequent Questions
- DOR Guidelines
- List of CPA communities
- Community CPA Sites
- Project Database
- CPA Implementation Documents
- Recent CPA Conferences

- [IGR 00\\_209 \(Amended version\)](#)
- [Bulletin 2001\\_09B from September, 2001](#)
- [Bulletin 2002\\_12B from September, 2002](#)
- [Bulletin 2003\\_04B from February, 2003](#)
- [Bulletin 2004\\_13B from August, 2004 - FOR CAPE COD COMMUNITIES](#)
- [Bulletin 2004\\_16B from October, 2004 - FOR CAPE COD COMMUNITIES](#)
- [Conference Handout- Overview of CPA/Town Finances](#)
- [Conference Handout from October, 2005 - Community Preservation Act Budgeting and Finance Issues](#)
- [Conference Handout from April, 2007 - Community Preservation Budgeting and Finance Issues](#)
- [Bulletin 2008 08b from August 2008 - CP-3 Online Project Collection Form](#)

### Search this Site

### Contact Us

### Links

Questions about obtaining these documents or about the documents themselves should be addressed to the Division of Local Services at 617-626-2300

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Contact the Community  
Preservation Coalition at  
33 Union Street, 4th Floor  
Boston, MA 02108  
(617) 367-8998 phone  
(617) 367-8788 fax

## Implementation Documents

As we receive them, the Coalition will post various implementation related documents here, such as CPA plans and project evaluation criteria. Please note that while these are good examples of each type of document and you should feel free to copy from them as is helpful, there is no mandatory form that most of these documents should take - it is up to each individual Community Preservation Committee to devise tools that best address the needs of its community.

**Home**

**News and Updates**

**Adopting the CPA**

**Implementing the CPA**

- Potential Uses of CPA Funding
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- Frequent Questions
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- Project Database
- CPA Implementation Documents
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Please submit your community's materials as you develop them and we will share with them others on this page. Also [contact us](#) with any corrections or comments.

### Sample CPA Deed Restrictions

(These restrictions are provided as examples. They should not be used without consulting your Town Counsel or City Solicitor)

[Bedford - affordable housing restriction](#)

[Carlisle - historic preservation restriction \(for a barn\)](#)

[Hingham - historic preservation restriction](#)

[Newton - affordable housing restriction](#)

[Georgetown - conservation restriction](#)

[Nantucket - preservation easement #1](#)

[Nantucket - preservation easement #2](#)

[Nantucket - preservation easement #3](#)

### Community Preservation Plans and Annual Reports

[Acton](#)

[Bedford](#)

[Belchertown](#)

[Groton](#)

[Kingston](#)

[Lexington](#)

[Marshfield](#)

[Mattapoisett](#)

[Maynard](#)

[Nahant](#)

[Newton](#)

[Sharon](#)

[Stow](#)

[Sudbury](#)

[Truro](#)

[Wellesley](#)

### Project Evaluation Criteria

Ashland  
Bedford  
Chilmark  
Georgetown  
Grafton  
Marshfield  
Norwell  
Plymouth  
Scituate  
Sudbury  
Wayland

### **Applications for CPA Funding**

Conway  
Hamilton  
Kingston  
Lincoln  
Longmeadow  
Norwell  
Rockport  
Scituate  
West Tisbury

### **2008 CPA Low and Moderate Income Guidelines**

This worksheet provides the low and moderate income guidelines for each community in the Commonwealth. If a CPA community has adopted the low and low and moderate income senior exemptions to the CPA surcharge, these are the figures that are used to determine whether an individual or family qualifies for these exemptions. The worksheet contains the federal HUD income guidelines, which are the same ones used to determine eligibility for these CPA exemptions. To access this document, click [here](#).

### **Sample CPA Insert for Tax Bills**

Many communities put a flyer in their tax bills to explain how taxpayers can apply for exemptions from the CPA surcharge. These exemptions, if adopted in your community, exempt low income and low and moderate income seniors, but only if the taxpayer completes an application each year. Below are links to some sample flyers that explain the process by which people can apply for the exemption. Feel free to use this format to create a tax insert for your community, but you will need to replace the income levels for the exemption with the proper levels for your community (found above under "CPA Low and Moderate Income Guidelines"). It's a good idea to create this flyer, particularly if the community is new to CPA and sending out tax

bills that contain the CPA surcharge for the first time.

To see the sample CPA tax bill insert for Ashland, click [here](#).

To see the sample CPA tax bill insert for Boxford, click [here](#).

To see the sample CPA tax bill insert for Dunstable, click [here](#).

To see the sample CPA tax bill insert for Goshen, click [here](#).

To see the sample CPA tax bill insert for Littleton, click [here](#).

#### **United States Secretary of the Interior's Standards for the Treatment of Historic Properties**

These standards are referred to in the definition of "rehabilitation" in the CPA statute (Chapter 44B, Section 2). According to this definition, all work on historic resources must comply with the standards. To view or download a copy of these standards, click [here](#).

#### **CPA 'Allowable Uses' Chart**

This chart demonstrates the allowable uses for CPA funds in each of the CPA categories (open space, housing, historic and recreation). It can be very useful to consult this chart to determine if a project is eligible for CPA funding.

[CPA Allowable Uses Chart \(detailed version with definitions\)](#)

[CPA Allowable Uses Chart \(simplified version\)](#)





**Community  
Preservation Coalition**

*Preserving our past. Building our future.*

33 Union Street, Fourth Floor  
Boston, MA 02108  
Phone: 617-367-8998  
Fax: 617-367-8788

November 19, 2008

Mayor Carolyn Kirk  
Councilor Bruce Tobey  
Gloucester City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk and Councilor Tobey:

We are delighted to welcome your community to the growing list of cities and towns in Massachusetts that have chosen to adopt the Community Preservation Act (CPA). Gloucester is now one of 140 municipalities in the Commonwealth where voters have chosen to invest in preserving their community for an improved quality of life.

The first step to implementing the CPA in each community is to pass an ordinance creating the Community Preservation Committee (CPC). We wanted to pass along our thoughts on how to structure the CPC, based on the lessons learned in other communities. We've attached an outline on page 2 of this letter covering what is generally considered the optimal way to structure the committee, and we hope this experience gained by other communities over the past seven years is helpful to you.

We are pleased to offer you our assistance as you move forward with implementing the CPA. Our technical assistance hotline is available for assistance in crafting the CPC ordinance or any other CPA questions. And, once established, we would be happy to come meet with your CPC to present our implementation training program.

We are here to help!

Best Regards,

Stuart Saginor  
Executive Director

cc: Community Preservation Act Alliance

BEST PRACTICES AND LESSONS LEARNED  
CREATING AN EFFECTIVE COMMUNITY PRESERVATION COMMITTEE  
ORDINANCE

**Size of the Committee:**

The Community Preservation Committee can range in size from five to nine members. The vast majority of cities and towns have a nine-member committee, and they find that this composition brings the most depth and experience to community preservation projects.

**Composition of the Committee – Statutory Requirement:**

The first five members of the CPC are required by the statute, and each of the following boards must designate one of its members to serve on the CPC:

- The Conservation Commission
- Planning and Development Board
- Housing Authority
- Historic Commission
- Parks and Recreation Commission

**Composition of the Committee – At Large Members:**

The most popular and effective composition of at large members is as follows:

- Two citizens not currently holding elected or appointed office, as appointed by the Mayor
- Two citizens not currently holding elected or appointed office, as appointed by the City Council

**Term of Office:**

The knowledge and experience gained from working on the CPC cannot easily be replaced, so it is most effective to structure the committee to avoid a large amount of turnover in any single year. As such, the initial terms for new members are often of varying lengths (one, two or three years) while the subsequent terms are three years. By using this method, the turnover on the committee is never more than three members per year.

City Hall  
Nine Dale Ave  
Gloucester, MA 01930




TEL 978-281-9700  
FAX 978-281-9738  
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

**To:** City Council President Tobey and Members of the Gloucester City Council

**From:** Jim Duggan, Chief Administrative Officer 

**Date:** November 6, 2008

**Re:** Gloucester Firing Range Regulations

Councilor Devlin and I had several discussions, both in person and on the phone, regarding the subject referenced above. Councilor Devlin was able to articulate what the concerns and expectations are of the residents. I in turn shared with Councilor Devlin the correlation between the financial boundaries and public safety training requirements that must be adhered to by the city.

What resulted is the attached draft of regulations, which takes all the issues discussed into consideration as they pertain to the West Gloucester Firing Range. The DPW Commissioner affirmed with the City Solicitor that the language is appropriate.

## **Department of Public Works Regulations for the West Gloucester Firing Range**

1. Purpose: The purpose of these regulations is to control and direct the use of the West Gloucester Firing Range.
2. Exclusive Use: The West Gloucester Firing Range shall only be used for recertification training of active and retired members of the Gloucester Police Department (GPD) and as required by G.L. c. 33 section 121 any unit of the armed forces which are permanently stationed in the city.
3. Hours of Operation: The West Gloucester Firing Range will be in operation from September 15 through December 15 and from February 1 through May 31, between the hours of 9:00 a.m. to 5:00 p.m., with pre-scheduled evening firearms training up until 10:00 p.m.
4. Saturday and Sunday: There will be no Saturday or Sunday shooting permitted at the Firing Range by the Police Department or any other authorized user.
5. Posted: A reminder will be placed on the GPD's Web Page that the West Gloucester Firing Range will be in use during the times specified above.
6. Signage: The entrance and both sides of the Range will have signs posted that read:

**POLICE FIRING RANGE  
KEEP OUT  
NO TRESPASSING BEYOND THIS POINT**

7. Maintenance: The DPW Director shall be responsible for maintenance of the Range. It will be maintained once every two years and at the minimum once every five years.